

State of Rhode Island  
Department of Administration

# INTER-OFFICE MEMORANDUM

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## Office of Accounts and Control

**TO:** Chief Payroll Officers **DATE:** August 22, 2003  
**FROM:** Lawrence C. Franklin, Jr., State Controller  
**SUBJECT:** **NEW PAYROLL ADJUSTMENT REPORT FORM A-88**

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The form A-88, Payroll Adjustment Report, has been updated. It can be obtained via the FORMS web page at the Office of Accounts and Control web site. The old A-88 paper form (11" x 17") is no longer available.

Upon using your supply of the paper forms, you can only use the updated form from the web. You should not make photocopies of the old paper form for future use, nor should you use a facsimile A-88 form that you have developed.

The new A-88 form is an excel spreadsheet. You can download the form from the web site to your computer. You can then make entries into the spreadsheet format using your computer. Print out the completed form and have it signed by an authorized agent, then submit the printed copy to the Payroll Section of the Office of Accounts and Control.

Please contact Roberta Marocco via telephone at 222-2673 or via e-mail at [RobertaM@gw.doa.state.ri.us](mailto:RobertaM@gw.doa.state.ri.us). with any questions concerning this subject matter.

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CPO:04-02